

## NIH POLICY MANUAL

### 2300-320-8 - NIH HEALTH SCIENTIST ADMINISTRATOR EMERITUS PROGRAM

Issuing Office: OHRM, 496-4491

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**1. Explanation of Material Transmitted:** This issuance is being revised to update record retention and disposal and organizational nomenclature.

**2. Filing Instructions:**

**Remove:** NIH Manual 2300-320-8 dated December 9, 1986.

**Insert:** NIH Manual 2300-320-8 dated June 1, 1998.

**PLEASE NOTE:** For information on:

- Content of this chapter, contact the issuing office listed above.
  - NIH Manual System, contact the Division of Management Services, OMA on 496-2832, or enter this URL: <http://www3.od.nih.gov/oma/manualchapters>.
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**A. Purpose:**

This issuance describes the conditions under which health scientist administrators retired from Federal service may be permitted to continue using NIH facilities to pursue their own activities consistent with the mission of the NIH extramural program and hold the title of Health Scientist Administrator Emeritus (HSA Emeritus). This designation applies to all NIH Institutes and Centers (ICs) employing Health Scientist Administrators.

**B. References:**

42 U.S.C. 301 and 405, 20 U.S.C. 91 and 45 C.F.R. Part 9

**C. Policy:**

The designation of a Health Scientist Administrator Emeritus is a high honor awarded to selected individuals who have distinguished themselves during their NIH careers and who wish to continue their science administration activities after retirement from Federal employment. These individuals are no longer Federal employees, but ICs may provide them with space, equipment, clerical support, NIH library privileges, listings in the NIH Telephone and Service Directory, and any other resources deemed necessary for them to pursue their activities. Also, because they are not employees, HSA Emeriti may not supervise or direct the activities of NIH employees, and they may not make policy, contractual, or legal commitments on behalf of NIH. They also may not perform as Federal officials at peer review meetings. The title of HSA Emeritus is usually granted for an initial period of one year, but may be extended by approval of the Primary Extramural Official of an IC for longer periods mutually agreed upon by the individual and the Primary Extramural Official.

**D. Responsibilities:**

1. The Primary Extramural Official:

- . Ensures that making resources available to HSA Emeriti will not interfere with the program goals of the IC.
  - b. Recommends individual Health Scientist Administrators for the honorary status and title of HSA Emeritus.
  - c. Prepares the letter for signature by the Deputy Director for Extramural Research, NIH designating the individual as an HSA Emeritus.
  - d. Reviews the activities of the HSA Emeritus and informs the IC Personnel Officer of any changes in the nature of these activities.
2. The Personnel Officer:
- . Evaluates the proposed recommendation for HSA Emeritus status and determines if the proposed assignment is appropriate. If the IC Personnel Officer agrees that the HSA Emeritus assignment is warranted, s/he concurs with the recommendation of the Primary Extramural Official. If s/he determines that the assignment is not appropriate, s/he will recommend modifications in the assignment or possible consideration for the appointment of the individual to a Civil Service position as a re-employed annuitant.
  - b. Retains a record for each case file with any information that supports the propriety of the designation and compliance with all applicable regulations.

## **E. Exclusions and Limitations:**

Inclusion of individuals in this program is not appropriate if:

1. The HSA Emeritus will be delivering a service or a product to NIH, or will accept assignments from an NIH employee for NIH purposes;
2. An employer/employee relationship exists;
3. An employee is assigned to the HSA Emeritus for some purpose other than clerical assistance;
4. The HSA Emeritus performs the regular duties of a HSA.

## **F. Procedures:**

1. Members of the Extramural Programs Management Committee (EPMC), are responsible for referring individuals from their respective ICs for consideration for review by a subcommittee of the EPMC.
2. The subcommittee of the EPMC reviews individual nominations and makes a recommendation to the full EPMC. The subcommittee of the EPMC reviews each recommendation in closed session. If a candidate is nominated from a member of the subcommittee, the subcommittee member will excuse her/himself from the review and recommendation process to avoid a conflict of interest. If the EPMC accepts the recommendation of the subcommittee, the DDER will make the final decision on whether a HSA Emeritus designation is warranted.
3. If the individual to be considered for HSA Emeritus status is a member of OER, the

final decision will be made by the Director, NIH since the DDER is his/her first or second level supervisor.

4. After the HSA Emeritus designation is made, the recommending IC will prepare a letter in the format shown in Illustration 1, for the signature of the Deputy Director for Extramural Research, NIH. The letter will officially inform the individual that s/he has been designated as an NIH HSA Emeritus. A copy of the letter will also be sent to the nominating IC Director and the IC Personnel Office.
5. The IC Personnel Office will inform the Primary Extramural Official that the individual has been approved for the designation of an HSA Emeritus by the DDER.
6. Each HSA Emeritus is expected to adhere to the provisions of this chapter and the Standards of Conduct for Executive Branch Employees, and use NIH resources in a responsible manner. This commitment is obtained by having the IC Personnel Office send the newly designated HSA Emeritus a letter, a copy of which is included as Illustration 2 to this Chapter, for the review and approval of the HSA Emeritus.
7. The IC Personnel Office will maintain case files on each HSA Emeritus that includes all documentation on the selection, designation and commitments accepted by the HSA Emeritus.
8. If the recommendation is not approved by the DDER, all materials are returned to the Primary Extramural Official.
9. The Primary Extramural Official of the IC oversees the use of the facilities, equipment, and clerical staff by the HSA Emeritus and authorizes assignment extensions as needed.
10. The Primary Extramural Official of the IC will make a determination near the end of each HSA Emeritus' assignment as to whether the assignment should be extended for an additional year. If the Primary Extramural Official determines that it is in the best interests of the IC to extend the HSA Emeritus, s/he will initiate a letter to the HSA Emeritus extending his/her assignment for another year.

## **G. Required Documentation:**

The following documentation is required for each HSA that reaches Emeritus status. These documents are to be retained by the IC Personnel Officer in separate case files.

1. A copy of the letter from the DDER to the HSA Emeritus conferring the title and describing the nature of the activities and resources to be made available to the individual. This letter should be maintained by the IC Personnel Office.
2. A copy of the letter of extension of a HSA Emeritus should be recorded in the same way.

When the HSA Emeritus assignment expires the IC Personnel Office may dispose of all records associated with the assignment, consistent with Section F below.

## **H. Management Controls:**

1. Office Responsible for Reviewing Management Controls Relative to this Chapter (Issuing Office)

Through this issuance, the Office of Human Resources Management, Office of

the Director, NIH is accountable for the method used to ensure that management controls are implemented and working.

2. Frequency of Review: No Management Control Review will be required for this issuance due to the infrequency of HSA Emeritus assignments (usually 4 or less assignments at one time) and the low inherent risk.

## **I. Records Retention and Disposal:**

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of [NIH Manual 1743](#), Keeping and Destroying Records, Appendix 1, *NIH Records Control Schedule Item*," Item 2300-308-3.

**NIH e-mail messages.** NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. Pursuant to General Records Schedule 20, Item 14 - Electronic Mail Records, e-mail messages which meet this definition should be copied to a record keeping system-either hard or electronic-and then deleted from the e-mail system. ***These records must be maintained in accordance with current NIH Records Management guidelines. Contact your ICD Records Officer for additional information.***

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages.

E-mail messages must also be provided to members of Congress or Congressional committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are sometimes retained for significant periods of time, e-mail messages and attachments may be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

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